



DEPARTMENT OF THE ARMY  
6TH AREA SUPPORT GROUP  
UNIT 30401  
APO AE 09107-0401

AESG-AG

08 JUN 2004

MEMORANDUM FOR Unit Commanders, 6<sup>th</sup> ASG Directorates and Special Staff

SUBJECT: 6<sup>th</sup> ASG Command Policy Letter 35, Processing of Congressional Inquiries

1. PURPOSE: To establish policy on the handling of congressional inquiries either initiated by an individual in the 6<sup>th</sup> ASG or pertaining to an individual or an organization within the 6<sup>th</sup> ASG.

2. GENERAL: The 6<sup>th</sup> ASG is committed to prompt, accurate responses on all congressionals. Completion of an inquiry becomes a top priority until resolved. Initial responses are due within 48 hours of receipt with follow-ups at 24-hour intervals. Final disposition is expected within the dictated suspense date barring any unusual circumstances.

3. PROCEDURES:

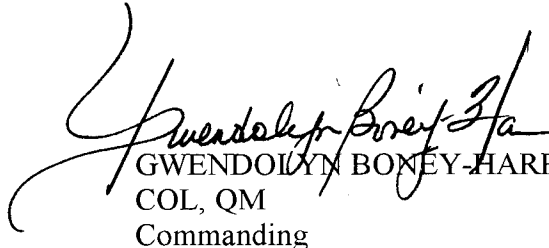
a. The HHC Company Commander will review all congressionals pertaining to HHC Soldiers, while Directors and Special Staff Officers will review all those involving a civilian within their agency for further dissemination or action.

b. HHC or the Director/Special Staff Officer will provide the following to the Adjutant:

- (1) Name of the action officer that is handling the initial investigation into the inquiry.
- (2) Timely updates on the congressional.
- (3) Information on the final outcome or close out of the congressional.
- (4) Name of individuals who received the congressional for input.

c. All information leaving the 6<sup>th</sup> Area Support Group going to IMA-E Congressional Branch will be routed through the Adjutant for final action.

4. The POC for this policy is the Adjutant at 421-2535.

  
GWENDOLYN BONEY-HARRIS  
COL, QM  
Commanding